



**AMERICAN EMBASSY
MANILA**

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 2013-0005

OPEN TO: All Interested Candidates / All Sources

POSITION: Administrative Assistant
(This position is budgeted for Philippine Government Compensation Plan & Non-US Direct Hire Employee)

OPENING DATE: June 28, 2013

CLOSING DATE: July 15, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY: ₱ 216,612.00 per annum

The U.S. Embassy in Manila is seeking an individual for the position of Administrative Assistant at the Joint US Military Assistance Group (JUSMAG).

BASIC FUNCTION OF THE POSITION

Performs a wide range of administrative and program support for JUSMAG Joint Support Division (JSD). Assists in the administrative activities and daily operation of the JSD office. Maintains military & civilian records. Coordinates daily errands for all incoming and outgoing communications such as responsible in distributions and sorting of mails. Handles scheduling of appointments for military and dependents ID cards. Prepare all other admin reports – i.e. memorandum, appointments and perform other general and administrative functions as may be required.

QUALIFICATIONS REQUIRED

All applicants must address such selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of two years of college or bachelor's degree in Administration, Management, English, Information Management, Journalism, Psychology or Liberal Arts is required.
2. Fresh graduates may apply or with two years of administrative, office management or customer service-related work experience.
3. Must have demonstrated ability to effectively accomplish task requiring a high degree of accuracy and attention-to-detail. Must have demonstrated the ability to work quickly and accurately under continuing pressure and extended hours. Must have demonstrated the ability to set priorities and make mature, considered judgments.
4. Knowledge of Microsoft Office suite, internet and software are required.
5. Must be a Civil Service Eligible. Level 4(Fluent) Speaking/Reading English and Tagalog language is required.

SUBMIT APPLICATION TO

JUSMAGPHIL

C/O US Embassy Manila

1201 Roxas Boulevard, Ermita Manila

Telephone: (632) 301-2000 ext. 6323

Fax: (632) 301-2491/2429

Attention: Admin/Resource Management Office (Indicate Vacancy Announcement Number)

E-mail: jusmagph.rm1@gmail.com or (Indicate Vacancy Announcement Number in the subject. Please send as Microsoft Word, Adobe PDF, or JPEG attachment)

CLOSING DATE FOR THIS POSITION: July 15, 2013

JUSMAG provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

APPENDIX A

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information-

Failure to do so will result in an incomplete application.

- A.** Position Title
- B.** Position Grade
- C.** Vacancy Announcement Number
- D.** Dates Available for Work
- E.** First, Middle, & Last Names as well as any other names used
- F.** Date and Place of Birth
- G.** Current Address, Day, Evening, and Cell phone numbers
- H.** Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- I.** If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- J.** Days available to work
- K.** List any relatives or members of your household that work for the U.S. Government (*include their Name, Relationship, & Agency, Position, Location*)
- L.** Education
- M.** License, Skills, Training, Membership, & Recognition
- N.** Language Skills
- O.** Work Experience
- P.** References